

FF Special Retirement Coverage

Standard Position Description (SPD)# F161

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F263

1. Agency Position No.
F161

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code									
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	05	JJ	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	05	mlh	05-25-90

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
Helitack Squad Leader	

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision
a. First Subdivision Bureau of Land Management	d. Fourth Subdivision	
b. Second Subdivision	e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
	L. BARKOW Ch Fire & Aviation
Signature	Signature
	(Signed) L. BARKOW
Date	Date
	JAN 18 1991

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position GS-455/462
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Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		
Juliet D. Powell	11/21/90		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

Range/Forestry Technician, GS-455/462-5
Helitack Squad Leader
Position No. F161

INTRODUCTION

This position is located in a fire suppression organization within BLM. The primary purpose of this position is to serve as a firefighting crewmember in the suppression of wildfires. The duties also include directing the loading/unloading of helicopters and working with the helitack crew in the maintenance and repair of firefighting tools and equipment as well as other fire suppression and/or resource related duties when not assigned to the fireline.

Although the employee often serves as a crew leader/squad leader, the employee does not lead three or more people on a continuous basis.

DUTIES

A. The primary purpose of the position is to serve as a helitack squad leader or crewmember. As assigned by the helitack crew leader/supervisor, directs the loading of equipment and personnel onto rotary-wing aircraft to carry out fire suppression assignments. Ensures weight limitations and safety guidelines are observed and that flight manifests are complete. Assists the crew leader in determining the need for and developing heliport sites. Utilizes a variety of fire fighting and helitack specialized tools, equipment, and techniques while actively suppressing fires. Participates in line construction, backfire and burn out, hose lay out and pumping, tree falling, and holding/patrol/mop up operations. Performs or monitors the performance of hover hookups and the marshalling of aircraft.

May serve as Acting Crew Leader for short periods of time. As assigned, serves as an Initial Attack Incident Commander on multiple crew fires. Analyzes fire conditions, determines attack methods, locates line and directs line construction. Determines probable cause of fires, protects fire origin, and completes fire reports.

B. Functions in positions for which qualified during prescribed burns. During larger and more complex fires, may serve in a line position or on a ramp crew.

C. Participates in maintenance and repair of equipment and tools, fire readiness drills, safety sessions, and fire critiques. Receives line fire fighting training.

D. May spend an estimated 10-20% of the time during normal fire seasons performing helicopter operations for resource projects and on other project work.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire suppression tactics, methods and procedures to analyze fire suppression conditions and determine the initial attack methods and procedures to be used for single engine/crew fires where limited tactics, methods and procedures are applied.

Basic knowledge of fire behavior is required.

Knowledge of accepted safety practices for working around operating helicopters and for working on firelines to prevent injury, damage, or loss of property.

It has been determined that the employee in this position must have (1) prior line fire fighting experience and training to perform the duties of the position, and (2) prior helitack crew experience to serve as a squad leader. As a potential member of a ground attack crew, the employee must possess a valid state driver's license.

Ability to communicate effectively with others in emergency situations in field locations.

Factor 2, Supervisory Controls

The supervisor/crew leader makes fire fighting and other assignments indicating what is to be done, priorities, limitations, quality and quantity expected, and deadlines. Normally the supervisor or crew leader briefs the squad/crew each morning on fire situations, anticipated actions, and specific squad/crew assignments for the day. Training has been provided on normal fire fighting and helitack methods, procedures and operations. Additional guidance and direction is provided for new, difficult or unusual assignments.

As the squad leader or as a crewmember, the employee uses initiative in carrying out recurring assignments involving a single crew. Independently sizes up fires, determines methods of attack, and directs the squad's efforts on the fireline. Works with the crew in the maintenance and repair of fire fighting tools and equipment. The supervisor/crew leader is consulted in more complex fire situations or in situations where normal procedures will not produce the desired results.

The supervisor/crew leader reviews the assigned work ensuring that safe and efficient methods are used and that the crew is in a fire readiness status. Project fire and non-fire related work is reviewed by the responsible supervisors periodically and/or upon completion dependent upon the difficulty of the particular assignments and the length of time involved.

Factor 3, Guidelines

Procedures for performing the fire fighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials, e.g., equipment operation and maintenance guides. Due to the limited size and type of fires normally encountered independently, the employee's alternatives in taking action are normally limited to well established procedures and only minor adjustments are applicable. The supervisor/crew leader is readily available by radio or in person if a more difficult situation is encountered.

Factor 4, Complexity

The work consists primarily of leading and working with crews on the fire line and in maintaining fire equipment and tools. Because of the crew size and capabilities, decisions relating to what type of suppression methods and procedures to apply to specific situations are limited. It is essential that the employee be capable of sizing up and analyzing fire situations and

recognizing the need for and requesting additional assistance in those situations exceeding the crew's limitations. The actions taken vary with fuel types, fire weather conditions, and the resource values concerned.

Factor 5, Scope and Effect

The purpose of the work is to serve as a squad leader during fire fighting and equipment maintenance and repair activities. The work includes directing the loading and unloading on squad members and gear from helicopters for fire suppression purposes. The work performed by the squad contributes to the effectiveness of the fire fighting organization in suppressing wild fires and protecting resource values.

Factor 6, Personal Contacts

The personal contacts are normally with other employees in the fire suppression organization although some contacts occur with other resource personnel in carrying out specifically assigned project work.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain information, give directions, provide information, clarify assignments, and, to a limited degree, coordinate work efforts and resolve operating problems.

Factor 8, Physical Demands

This fire fighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required during helitack operations on line fire fighting activities.